

Unit - 4 Electronic SpreadSheet

Hello very good morning to all of you

Designed By Pawan Kumar Nagar

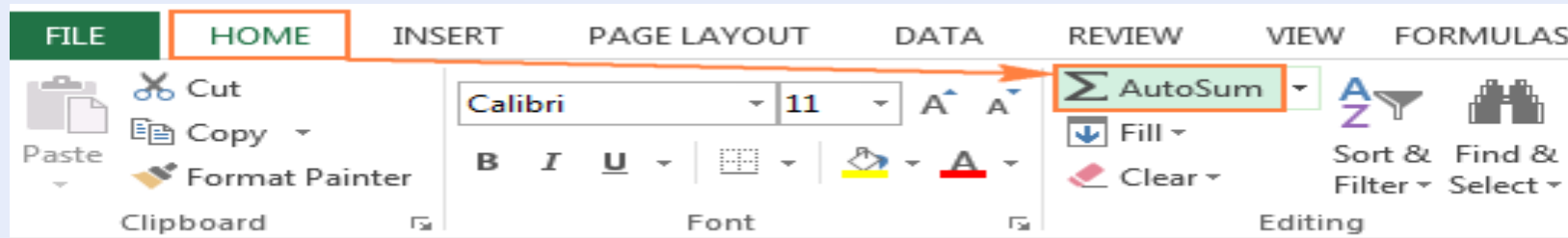


Session : 1 Auto sum : This short tutorial explains what AutoSum is and shows the most efficient ways to use AutoSum in Excel. You will see how to automatically sum columns or rows with the Sum shortcut, sum only visible cells.

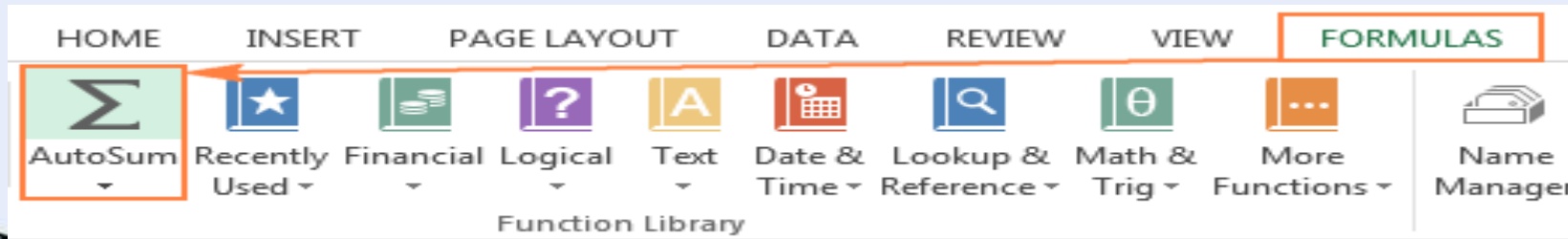
- **Where is the AutoSum button in Excel?**

- The AutoSum button is available in 2 locations on the Excel ribbon.

Rule 1: Home tab > Editing group > AutoSum:



Rule 2: Formulas tab > Function Library group > AutoSum



Use AutoSum to sum numbers

When you click **AutoSum**, Excel automatically enters a formula (that uses the [SUM function](#)) to sum the numbers.

Here's an example. To add the January numbers in this Entertainment budget, select cell B7, the cell immediately below the column of numbers. Then click AutoSum. A formula appears in cell B7, and Excel highlights the cells you're totaling.

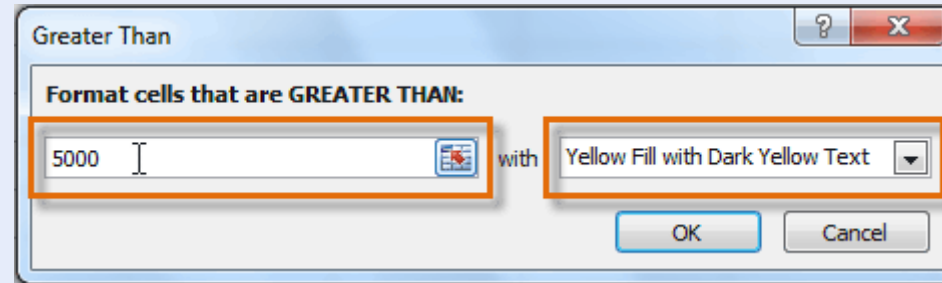
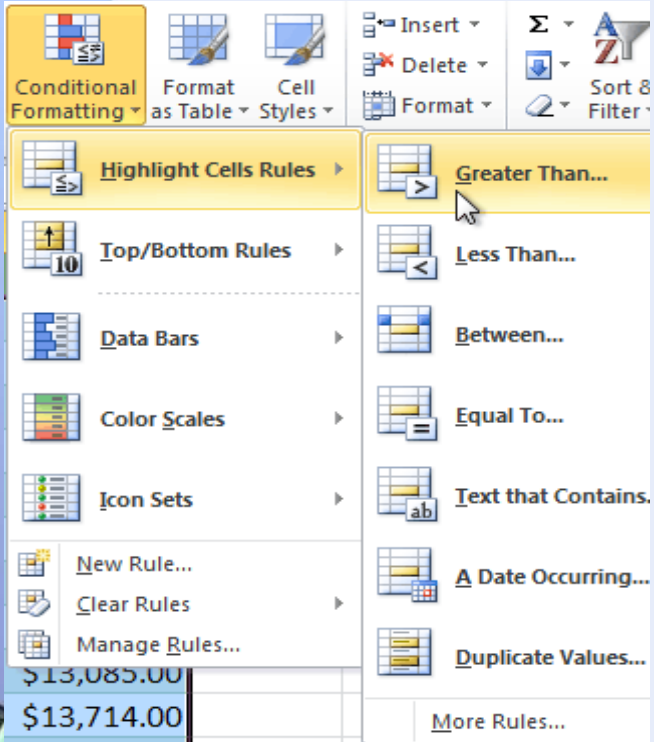
SUM					=SUM(B3:B6)				
	A	B	C	D					
1		Jan	Feb						
2	Entertainment								
3	Cable TV	52.98	52.98						
4	Video rentals	7.98	11.97						
5	Movies	16.00	32.00						
6	CDs	18.98	29.99						
7	Totals	=SUM(B3:B6)							

Press Enter to display the result (95.94) in cell B7. You can also see the formula in the formula bar at the top of the Excel window.

B7					=SUM(B3:B6)				
	A	B	C	D					
1		Jan	Feb						
2	Entertainment								
3	Cable TV	52.98	52.98						
4	Video rentals	7.98	11.97						
5	Movies	16.00	32.00						
6	CDs	18.98	29.99						
7	Totals	95.94							

Session : 2 What is conditional formatting?

You can think of conditional formatting as automatic formatting that istriggered by conditions that you define. For example, you can useconditional formatting to automatically change the color of cells that contain values greater than or less certain values. Conditional formatting is a great way to visually highlight important information in a worksheet.



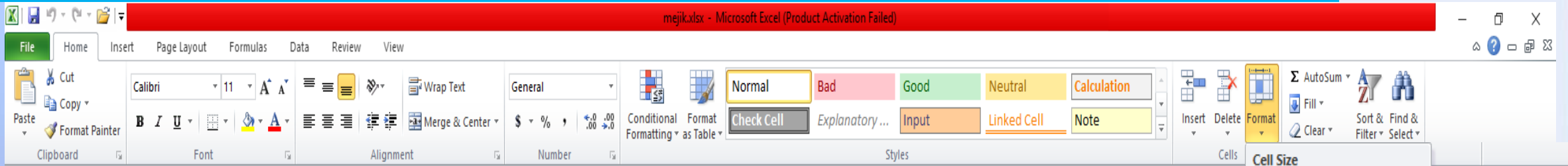
\$9,355.00	\$1,100.00	\$10,185.00	\$18,749.00
\$6,702.00	\$2,116.00	\$13,452.00	\$8,046.00
\$4,415.00	\$1,089.00	\$4,404.00	\$20,114.00
\$11,601.00	\$1,122.00	\$3,170.00	\$10,733.00
\$3,726.00	\$1,135.00	\$8,817.00	\$18,524.00
\$9,007.00	\$2,113.00	\$13,090.00	\$13,953.00
\$4,505.00	\$1,024.00	\$3,528.00	\$15,275.00
\$3,973.00	\$1,716.00	\$4,839.00	\$13,085.00

	A	B	C	D	E	F	G
1	City	Jan	Feb	Mar	Apr	May	Jun
2	Barstow	80	84	84	97	95	98
3	California City	78	86	84	96	98	102
4	Cinco	83	86	86	97	95	103
5	Hesperia	78	85	87	98	97	102
6	Lancaster	78	85	86	99	95	101
7	Mojave	82	85	86	98	96	99
8	Palmdale	81	84	85	97	95	101
9	Ridgecrest	81	87	87	97	96	98
10	Rosamond	82	86	88	99	97	101
11	Santa Clarita	79	85	87	95	96	103

Session : 3 Hide and unhide row and column freeze

Hide or show rows or columns

You can unhide specific rows and columns, or you can unhide all hidden rows and columns at the same time. If you hide the first row or column in a worksheet, you follow a different process, and you'll find that in the last section of the article.



1. Select the columns before and after the hidden columns
2. home tab→cell group→format option→hide & Unhide→hide row&column

	A	B	C	D	E	F
1	Items	store1	store2	store14		
2	Coffee	31	24			
4	Malt	2	6			
5						
6						

B	C	F	G	H
store1	store2	store14		
31	24	5		
2	6			

- Cut
- Copy
- Paste
- Insert Columns
- Delete Columns
- Hide Columns
- Unhide Columns

Cell Size

- Row Height...
- AutoFit Row Height
- Column Width...
- AutoFit Column Width
- Default Width...

Visibility

- Hide & Unhide
 - Hide Rows
 - Hide Columns
 - Hide Sheet
 - Unhide Rows
 - Unhide Columns
 - Unhide Sheet...

Organize Sheets

- Rename Sheet
- Move or Copy Sheet...
- Tab Color

Protection

- Protect Sheet...
- Lock Cell

Freeze Pane : to lock the row and columns

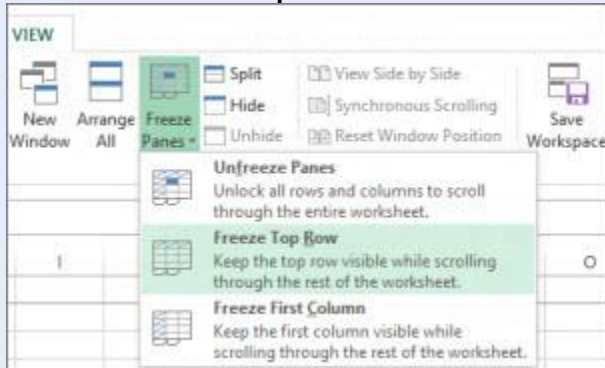
To keep an area of a worksheet visible while you scroll to another area of the worksheet, go to the View tab, where you can Freeze Panes to lock specific rows and columns in place, or you can Split panes to create separate windows of the same worksheet.

- Freeze rows or columns

You can freeze only rows at the top and columns on the left side of the worksheet. You cannot freeze rows and columns in the middle of the worksheet.

- Freeze the top row and the first column at the same time

To freeze the top row and the first column at the same time, click the **View** tab > **Freeze Panes** > **Freeze Panes**.



Freeze the top row

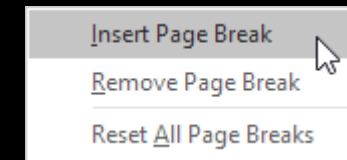
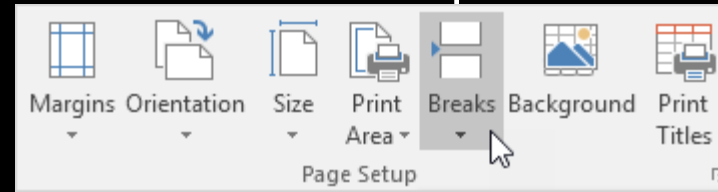
ID	Country	Sales Region	Q1 Sale
1	Germany	Mid	7,629.56
2	Denmark	North	9,637.99
3	Finland	North	7,430.01
4	France	Mid	5,278.50

session : 4 Insert a page break
you can print out your sheet in many pages according to you .
Word automatically inserts a page break at the end of each page
when you create a document. You can manually add a page
break somewhere else in your document.

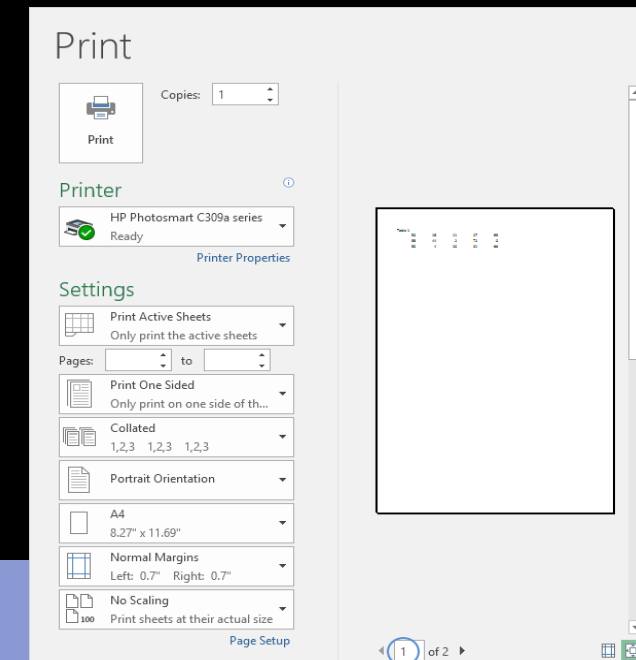


2. Select the first row of the new page. 2. On the pagelayout tab in the page setup group click breaks option.

	A	B	C	D	E
1	Table 1				
2	50	16	11	27	96
3	69	44	2	72	0
4	60	4	20	31	88
5					
6	Table 2				
7	1	33	92	66	70
8	29	45	86	52	12
9	60	48	16	98	99
10	96	73	67	15	46
11	40	49	41	68	27
12	50	36	68	11	100
13	20	15	79	40	53
14	43	70	97	88	61
15					



	A	B	C	D	E
1	Table 1				
2	50	16	11	27	96
3	69	44	2	72	0
4	60	4	20	31	88
5					
6	Table 2				
7	1	33	92	66	70
8	29	45	86	52	12
9	60	48	16	98	99
10	96	73	67	15	46
11	40	49	41	68	27
12	50	36	68	11	100
13	20	15	79	40	53
14	43	70	97	88	61
15					

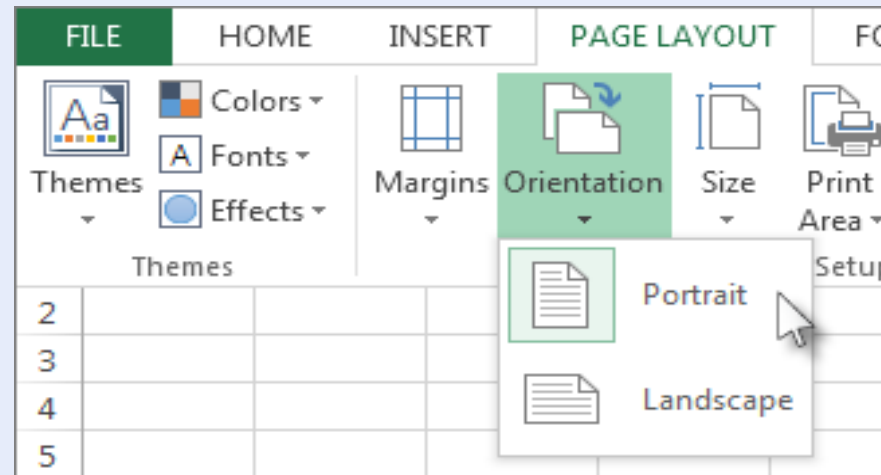


Session : 5 : Sate Page layout

Page layout option many option are as follows :

page layout tab → Page setup group → : margin, Orientation , page header and footer, size, beack ground , break etc...

- Page Orientation : Print a worksheet in (landscape) or (portrait orientation)
1. Select the worksheet or worksheets for which you want to change the orientation.
 2. On the **Page Layout** tab, in the **Page Setup** group, click **Orientation**, and then click **Portrait** or **Landscape**.





Thnak you very much

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• **Any question ?**



Title and Content Layout with Chart

